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(This Includes)
DIVISION OF SIMPLIFIED PRACTICE
DIVISION OF SPECIFICATIONS
COMMERCIAL STANDARDS UNIT
AMERICAN MARINE STANDARDS COMMITTEE

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1. THE NEW VIEWPOINT IN BUSINESS.

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"What article can I manufacture that will be of the greatest possible use to the greatest number of people?

"How can I manufacture the article so that its usefulness, quality and durability will make it sell itself, as nearly as that is possible?

"How can I put into the article the qualities that will win for it the permanent loyalty of the largest number of consumers?

"How can I make the article so persuasive in its appeal that my advertising man's job will become less and less a job of argument, and more and more a job of telling the public the virtues of the article, where it can be bought and at what price?

"How can I organize my business so that I can make the article at the lowest possible cost, and with the least waste possible in man-power, materials, and in selling effort?

"How can I manage my business in order to keep the wages of my men going higher, and the selling price of my article going lower, so I can be sure of a permanent and growing body of consumers, WILLING TO BUY my article because it is useful, durable and reasonable, and ABLE TO BUY it because they have the money.

"What methods must I adopt in order to make it safe for me to plan on getting my profits and making my success, NOT from a high profit per article on a few sales, but from a LOW PROFIT per article on MASS SALES that run into the millions?"

E. A. Filene has summed up in the above questions, quoted from his book, "The Way Out" the new viewpoint in business. In October issue of the Executives' Service Bulletin of the Metropolitan Life Insurance Company, Mr. Filene says: "Mass production can not live without mass consumption. That means it pays capital to pay high salaries and high wages. Furthermore, the greatest total profits are made under mass production from the multiple small profits on the greatest quantities of articles turned out."

Mass production begins with simplification, - or the concentration of producing and selling effort on articles, or types and sizes thereof, in most common demand. The fact that 80 per cent of the business is usually done on 20 per cent of the varieties offered, and that in that 20 per cent, there is usually one type, style or size that leads all the others, are clues to the answer to Mr. Filene's first question. Standardization of grade and quality, and of methods and processes of manufacture, operate toward the objectives implied in questions 2, 3 and 4. Certification and labelling of products made in accord with Commercial Standards also help.

The answer to questions 5, 6 and 7, are suggested in O. H. Cheney's article in the October "Nation's Business", wherein he cites, "Research, standardization, advertising, merchandising, education, and trade associations" as factors in meeting the new or "inter-industry" competition.

The present trends of industry point to a necessity of adopting the new viewpoint which begins with the market and ends with the product, in contrast to the common practice of bringing out a product and "beating the bushes" to find a market for it. Groups interested in applying simplification and standardization to their products are invited to make use of the cooperative services and facilities of the Commercial Standards Group of the Department's Bureau of Standards.

2. COMMERCIAL STANDARDS. Concentration and dispersion are the two major functions of marketing, according to Percival White, author of "Scientific Marketing Management". Under concentration comes assembling, or the bringing together of goods; also grading, or the classification of goods so they may be measured by suitable standards.

Mr. White says, "Grading of products has progressed further with such staple food commodities as wheat and corn. Here the commodity can be sold on specification, sight unseen, and the purchaser can be certain of what he is getting. Grading, or the setting of standards, is becoming increasingly important in manufacturing". He also says, "The setting of standards is a distinct advance towards reducing marketing waste".

The establishment of adequate commercial grades or standards for commonly used commodities, in cooperation with the manufacturers, distributors and consumers of such goods is the object of the Commercial Standards Group of the Bureau of Standards. Standards thus established will be designated as "Commercial Standards" and obviously will supplement, but not supplant, "Simplified Practice Recommendations". The latter apply chiefly to the elimination of superfluous varieties in sizes and dimensions, and do not generally include grades and qualities.

3. **COMMERCIAL STANDARDS OFFICE.** The office of the Assistant Director of the Bureau of Standards, in charge of Commercial Standards, is in room 316, Department of Commerce Building, Washington, D. C. All inquiries should be addressed to Ray M. Hudson, that address.
4. **FRENCH TELEGRAPH BLANK SIMPLIFIED.** The French Post Office after strong representations by Chambers of Commerce and business people generally, has consented to change the shape of the telegraph form, heretofore long and narrow, and adopt something that will fit into an ordinary typewriter, according to Office Appliances. This is regarded as a considerable step forward in the official recognition of simplification in general and of the typewriter machine in particular.
5. **MARITIME SIGNALS SIMPLIFIED.** Simplification of the International Book of Maritime Signals has been begun by a committee of the International Radio Conference. At the initiative of one of the delegations, new conventional signals, both by flag and radio, will be recommended, with a view to abolishing the ambiguities which the world war proved to exist so beautifully, especially when ships of different nationalities corresponded.

Most of the difficulties in the present system arise from the fact that the conventional phrases for which signals exist are in many instances capable of different interpretations, either in English or in foreign languages. Conventional radio signals whereby ships of different nationalities could carry on rudimentary conversations, even if ignorant of each other's idioms, also will be devised. This was made necessary by the fact that the world war smashed the old belief that all ships on the sea understand English.

The recommendations of the committee will be forwarded to all governments for their consideration.

6. **STANDARDIZATION OF BUS ELECTRICAL EQUIPMENT.** Standardization of bus electrical equipment was one of the major topics discussed at the recent meeting of the Automotive Electrical Association, recently held (September 12-14) at Shawnee-on-Delaware, Pa.

All the speakers emphasized the prime importance of adequate capacity in electrical equipment used on busses. The problem of standardizing the equipment has been simplified somewhat by the fact that it is less usual for operators to use the same bus in both urban and interurban service. When the same bus is used on both types of service, the fact that interurban service requires high operating speeds as compared with urban service, complicates the matter.

7. **SIMPLIFICATION IN GERMANY.** German industrialists are endeavoring further to reduce working costs and to increase their export trade by specialization, according to an article in the London Times Trade and Engineering Supplement. The item explains this as meaning that instead of producing every article in a certain line, they are specializing on a few, or even on one.

For example, the enamelware manufacturers are reorganizing their output and confining each factory to the production of three or four articles instead of perhaps a hundred. Hinge makers are concentrating on one or two lines in a similar manner, and the same procedure is being adopted by the file, tool, aluminum ware and other branches of manufacture. The saving in working costs, raw material, time, etc., is said to be so substantial that price reductions in all these lines are likely.

8. **STANDARD BUMPER HEIGHTS.** Of greatest popular interest is the proposed standardization of passenger car, small motorcoach and light delivery car bumpers at a height of 18 inches above the ground at the front and 19 inches above the ground at the rear, so that bumpers will not interlock but the faces of the bumpers on two vehicles will meet when they come to-

gether. The overall length of both front and rear bumpers on passenger cars is specified as 60 inches, and the vertical depth of the faces is specified at 2 inches, according to the American Machinist.

9. SIMPLIFICATION OF TIRES AND RIM SIZES. The National Tire Dealers' Association are holding their 8th annual convention at Louisville, November 14, 15, 16 and 17. The subject of standardization and simplification of tires and rim sizes is expected to be one of the important subjects that will come up before the convention for consideration.

In this connection it is interesting to note that the tire executive committee of the Rubber Association of America have initiated the plan to change the markings on balloon tires so as to eliminate the 4.95 and the 5.77 cross sections. The elimination of the 4.95, which has been replaced by the 5.00 and the 5.77, is explained as being in line with the desire of the original equipment committee of the Rubber Association to have balloon tires in the future confined to six cross sections, 4.40, 4.75, 5.00, 5.50, 6.00 and 6.75. Under the arrangements made the 30 x 5.77 is now marked 32 x 6.00, the 32 x 5.77 is now the 34 x 6.00 and the 33 x 5.77 is the 35 x 6.00

S. B. Harper, Vice-President of the National Tire Dealers' Association, in a recent article in TIRES, says: "The multiplicity of sizes of balloon tires and tubes has caused the tire dealers of the United States to materially increase their stock, which has resulted in an increase of investment this year. With the prevailing thought in business during the year to reduce costs to a minimum and to increase turnover, this unwarranted increase in tire and tube sizes has added another burden to the already overburdened tire dealer and distributor. There are 37 or more sizes of tires being made at present, with 10 cross sections and five different wheel sizes. Despite this large selection, practically 80 per cent of the tire sales during the early months of the year were confined to 5 of these 37 sizes".

10. MASTER PRINTERS FAVOR SIMPLIFIED PRACTICE. The United Typothetae of America, the International Association of Master Printers, at its September meeting in New York City, adopted a resolution commending to its membership the simplified invoice form approved by the Department of Commerce. The resolution reads:

Whereas, the United Typothetae of America has repeatedly declared itself for standardization of materials and methods and has approved and inaugurated many instances of standardization, therefore be it Resolved, that we commend to the membership the Simplified Form of Invoice approved by the Division of Simplified Practice, United States Department of Commerce, as practical and efficient, and recommend its general adoption not only by the printers but by business in general as a further step towards the elimination of waste and the improvement of methods.

11. DIRECTORY OF LABORATORIES. Manuscript for the second edition of the Directory of Commercial Testing and College Research Laboratories, the first edition of which was published in April, 1927, has been sent to the Government Printing Office by the Bureau of Standards. The second edition contains data relative to 262 commercial testing laboratories with 90 branches, laboratories or offices. There is also presented a list of laboratories of 182 colleges which are used not only for purposes of instruction but also to a considerable extent for research work.

12. CERTIFICATION PLAN. Lists of "Willing-to-Certify-Manufacturers" for commodities covered by 75 U. S. Government master specifications have been reproduced in mimeographed form and widely distributed. Additional lists now being compiled will bring the total up to 116. The work is being extended to cover 35 more, 30 of these being for various kinds of paper and 5 for miscellaneous hardware and plumbing supplies.

13. WOOD UTILIZATION COMMITTEE TO ISSUE FOUR BULLETINS. Four bulletins on the subject of seasoning and handling of lumber are being prepared by the National Committee on Wood Utilization. They will be the Consumer, Distributor, Fabricator and Manufacturer editions. The draft of the consumer edition is now being revised and will go to press during the late fall. The rough draft of the Distributor edition is now ready and is being submitted to experts for criticism. Work has been started on the fabricator edition, but the Manufacturer edition has not yet been begun. The Committee contemplates issuing these bulletins at three or four month intervals and will follow up their message with an extensive campaign in regard to the advantages of using seasoned lumber and the necessity of handling the stocks in the proper manner.

14. CHANGE IN MEMBERSHIP OF PLANNING COMMITTEE. L. G. Puchta, Vice-President, National Supply and Machinery Distributors' Association, Cincinnati, Ohio, has succeeded B. H. Ackles, President, National Supply and Machinery Distributors' Association, as a member of the Planning Committee of the Division of Simplified Practice, Department of Commerce.

15. AMERICAN BUYERS DEMAND HIGH QUALITY RAW MATERIALS. In discussing this subject in The Purchasing Agent, G. B. Roorbach says one of the reasons that gives special emphasis to high quality raw materials purchased for American factories is found in the principle of mass production and standardization of products. Since American industrial supremacy is based largely upon quantity production of standardized products, every factor making this possible must be provided for. In addition to suitable machinery and efficient labor and management, uniformly good quality raw materials must be used. Standardization, as well as mass production could hardly be achieved from inferior raw materials except at prohibitive costs.

Still another reason for the importance that the American manufacturer attaches to the quality of raw materials, according to this writer, grows out of the conditions in international industrial competition. In order to meet such competition - a competition that becomes more keen as American manufacturing further expands, every economy must be effected. Since labor costs are high the American industrialist must continue to depend upon further perfecting machinery and efficient management in purchasing, producing and selling. He must to an increasing degree introduce all possible improvements and economies in order to meet the competition of low labor costs in other countries.

16. U. S. MASTER SPECIFICATIONS. The Federal Specifications Board has promulgated the following specifications as U. S. Government Master Specifications.

FSB #10b- Paint, white, and tinted paints made on a white base, semipaste and ready mixed. This supersedes FSB #10.

FSB #13b- Paints, iron oxide and iron hydroxide. Supersedes FSB #13.

FSB #14b- Paint, black, semipaste and ready mixed. Supersedes FSB #14.

FSB #137a- Paint, olive drab, semipaste and ready mixed. Supersedes FSB #137.

FSB #2d- Lubricants and liquid fuels and methods for sampling and testing.

Copies of these specifications are available only by purchase from the Superintendent of Documents, Government Printing Office, Washington, D. C.

17. INVOICE SIMPLIFICATION REPORT. Up to October 15th, numerous associations had accepted the Simplified Invoice. In addition to acceptance on the part of these associations, more than 300 individuals have also promised to adopt the form. The associations include:

American Institute of Accountants; American Manufacturers Association; American Railway Association, Division 6, Purchases and Stores; American Society of Agricultural Engineers; American Supply and Machinery Manufacturers Association; Autographic Register Manufacturers Association; Continuous Fold Printers Association; Controllers Congress; Direct Mail Advertising Association; National Association of Builders Exchange; National Association of Certified Public Accountants; National Association of Purchasing Agents; National Electrical Manufacturers Association; Railway Accounting Officers Association; Sales Book Manufacturers Association; Society of Industry Engineers and United Roofing Contractors Association.

18. RAILWAY REDUCES EXPENSES BY \$45,000. The Western Maryland Railway Company by standardizing their stationery and printing, including ink, pens, pencils and other office items, has reduced the stationery and printing bill of the road from \$110,000 to \$65,000 per year, according to a recent communication from M. E. Towner, General Purchasing Agent, to the Division of Simplified Practice.

19. THIRD INTERNATIONAL CONGRESS OF SCIENTIFIC MANAGEMENT. Great interest was manifested at the Third International Congress of Scientific Management, held in June, at Rome, Italy, in simplification and standardization as coordinates of better and more economical management. Many thought-provoking papers were presented to the Congress dealing with these topics. The subjects of these papers ranged from Scientific Management in Manufacturers' Merchandising to Scientific Selection of Workers.

William H. Leffingwell, in his paper on "The Application of Scientific Management to the Office" said, "The development of scientific management in the office involves (1) Analysis of Operations as now performed; (2) Establishment of new standards of operation; (3) Control of the flow of work on the basis of such standards. As a first step toward standardization, it will be found desirable to compile current practice in the form of a manual. The reduction of current practice to writing invariably results in more direct line methods, and is of considerable assistance in the control of the office during the process of standardization".

20. SIMPLIFICATION ABROAD. Bulletins 1 and 2 of the International Management Institute, with supplements A and B dealing with the World Economic Conference held in Geneva in May of this year, have been received by the Division of Simplified Practice. One of the interesting features of that conference was the evident interest in "Rationalization". This term, generally speaking, is the European equivalent of efficient management through waste elimination. While it includes the establishment of cartels and other methods and practices outside the scope of simplified practice, nevertheless, standardization and simplification form a large part of the European program. Those interested in receiving copies of the above mentioned bulletins and other publications of the International Management Institute should communicate with the Secretary, Mr. Percy S. Brown, 154 Route de Lausanne, Geneva, Switzerland.

21. SIMPLIFICATION IN JAPAN. At a testimonial dinner given in New York, Baron C. Shiba, Director of Aeronautical Research Institute of Japan, said: "Other matters which need the collaboration of engineers throughout the world are the establishment of an internationalization of engineering standards. Standardization of specifications of materials and manufactured articles will improve the manufacture and storing of goods, facilitate transactions and intercourse between different countries, and greatly contribute to the general development of our world industry. Carrying out of the work of internationalization of standards entirely depends upon the intensive collaboration of engineers".

A booklet entitled "History of the Can Making Industry in Japan" by T. Takasaki, Managing

Director of the Toyo Seikan K. K., there occur the following interesting statements:

"Exclusive of works of art, industrial products and merchandise in general tend to innumerable duplications. Hence, goods cost high, and the transaction of business becomes complicated, leading to dishonest merchants having the opportunity to take advantage of consumers' ignorance. Stocks accumulate and capital becomes locked up unnecessarily. If we buy and examine the 2,134 varieties of round cans of tinned provisions in the market, we find that there are about 250 types of cans, of different diameter and height.

"The Toyo Seikan Kaisha have limited the type of cans to 14 kinds out of 250, namely, dropped 94.4% and reduced to 5.6% which shows much simplification even if compared with the American standard, which is also Universal Standard, and which embraces quite a wide range.

"We also wish to express our deep sense of gratitude to Mr. Herbert Hoover, American Minister of Commerce, who is a proponent of the simplification and standardization of goods and transactions, for valuable advice and suggestions respecting our business."

22. **BRITISH SIMPLIFICATION.** The Division of Simplified Practice has recently received a copy of Cecil Chisholm's book "Simplified Practice". As the first comprehensive volume on the subject written and published in England, it is of particular interest. It discusses the possibility of this form of waste elimination as applied to British industry, and illustrates the possible benefits by frequent reference to simplification in the United States.

23. **MARKET RESEARCH AGENCIES.** The second edition of "Market Research Agencies" became available October 24, 1927. Adding to the value of the 1927 edition is the fact that there are reported 544 agencies or 82 per cent more than last year. The data is presented under five main research groups; (1) Federal Government, including the Department of Agriculture, Department of Commerce, Department of Labor, the War Department, Tariff Commission, Federal Trade Commission, Federal Reserve Board, Federal Board for Vocational Education, and Congress; (2) State and municipal government; (3) Colleges, universities and foundations; (4) Book publishers; and (5) Commercial organizations, such as advertising agencies, business services, Chambers of Commerce, cooperative marketing associations, individual businesses, magazines, newspapers and trade associations.

This book may be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C. for 15 cents per copy, or from any of the District Offices of the Bureau of Foreign and Domestic Commerce.

24. **ADVERTISING MEN WANT SIMPLIFICATION.** The American Association of Advertising Agencies held its annual convention in Washington, D.C., October 27 and 28, electing John Benson as president for the ensuing year. Simplification was given much thought by the convention and Mr. Benson stated that the association will seek to standardize the column width of newspapers in order that it will not be necessary to make different mats for different papers. In this way a reduction in cost would be made. The association has about succeeded, it was reported, in persuading magazines to adopt a standard color scheme for printing inks.

The Hoover Committee that studied the elimination of waste in industry in 1921, reported that there were among the then current magazines 18 variations in width, and 76 variations in length of page or column. Among trade paper publications, there were 33 variations in width, and 64 in length. Even among newspapers, the Committee found that there were 16 variations in width, and 55 in length.

In discussing this subject six years ago, the Hoover Committee said that standardization of paper and equipment, with a corresponding standardization of printed pages and columns

would permit many machines now made very largely by hand to be produced in quantity to jigs and tools; would make possible interchangeability of parts; would facilitate planning; work could be laid out and planned for a group of machines, instead of for a given machine; make possible interchangeability of advertising and catalogue plates, and reduce paper stocks now carried on hand to meet trade requirements. In considering these economies, mills and the entire paper jobbing industry, as well as the printers, may be considered as one.

25. RECENT ACTIVITIES OF THE DIVISION OF SIMPLIFIED PRACTICE.

Preliminary, general and revision conferences, have recently been held under the auspices of the Division of Simplified Practice, U. S. Department of Commerce, looking to the simplification of:

FILES AND RASPS - This recommendation was reaffirmed for the third term by industry. This action, which covers a period of one year, became effective November 1, 1927. The original recommendation reduced the stock varieties from 1,351 to 496, an elimination of 65 per cent. The revision conference reported that, following a survey of the industry, it was found that the average adherence to the recommendation was 93 per cent.

SHEET STEEL - This recommendation was reaffirmed by the industry for the fourth year, effective January 1, 1928. The revision conference reported that the average adherence to the Sheet Steel portion of the recommendation was 85 per cent. The original recommendation for Sheet Steel simplified the varieties from 1,819 to 263, a reduction of 85 per cent.

EAVES TROUGH AND CONDUCTOR PIPE - This recommendation was reaffirmed by the industry for the third year, becoming effective January 1, 1928, for a period of one year. The industry reports an average adherence to this recommendation of 92 per cent. The original recommendation simplified the varieties from 21 to 16, a reduction of 24 per cent.

TINWARE, GALVANIZED AND JAPANNED WARE - This recommendation was reaffirmed for a period of one year, effective January 1, 1928. The report stated that the average adherence for this recommendation was 92 per cent. The original recommendation simplified the varieties from 1,154 to 873, a reduction of 24 per cent.

TERNE PLATE - This conference changed the title of its recommendation to ROOFING TERNES, in order to eliminate any confusion which might arise from the fact that terne plate sheets are used for many purposes in addition to roofing, and the consumption of roofing terne plate is small compared to the total volume which goes into other manufactured products. This recommendation was reaffirmed for a period of one year, from January 1, 1928. The original recommendation simplified the weights from 9 to 7, a reduction of 22 per cent.

BANK CHECKS AND NOTES - Simplified Practice Recommendation No. 50, Bank Checks, Notes, Drafts, and similar instruments, has been reaffirmed without change, for another year, effective January 1, 1928.

At this revision conference the use of window envelopes was discussed, and the products of commercial manufacturers and the United States Postoffice were taken up with a view to recommending one size suitable for transmitting standard commercial instruments. Such documents would include not only bank checks, drafts and notes, but inquiry, purchase order, and simplified invoice forms. The committee believes that all requirements will be met by envelopes 3-5/8 by 8-5/8 inches with a 1-1/4 by 5 inch window, located 3/4 inch

from the left hand end and 7/8 inch from the bottom of the envelope. Final action on this recommendation was postponed by the conference, pending further consultation with governmental and non-governmental producers.

The conference was of the opinion that gratifying progress has been made toward the general adoption of and adherence to the standard check forms, and that continued effort on the part of all concerned will eventually bring about the complete elimination of non-standard sizes and arrangement of face.

TISSUE PAPER - A second reaffirmation, through a meeting of Standing Committee in Chicago on October 24th, of Simplified Practice Recommendation No. 46, places this recommendation in effect for its full period of operation. A survey conducted by the industry indicated that approximately 85 per cent adherence on the part of the manufacturers and 93 per cent on the part of the jobbers. This established a very marked increase, as last year's survey showed an average adherence of about 51 per cent.

WELDED CHAIN. A preliminary conference was held in New York, October 21, 1927, with officials of the Welded Chain Association. Simplified Practice Committee will be appointed.

HACK-SAW BLADES. Manufacturers have had several preliminary conferences. A survey has been made of current demand and a simplified list is being prepared.

SIDEWALK DOORS. One manufacturer is collecting data on current practice as to size, shape, etc. Plans are being made for preliminary conference.

FIRE ENGINES. Capacities - Preliminary conference was held in New York, October 24th, with officials of the Fire Equipment Institute, and on the 25th with officials of the National Board of Fire Underwriters. Both organizations favor reduction of variety. Thirty-three manufacturers, representing 90 per cent of volume, have expressed favorable opinions as to possibilities, and are ready to attend preliminary conference being arranged for this month.

ICE CAKES. Sizes - Survey is being made by National Association of Ice industries. Results will be reported to Simplification Committee of Refrigeration industries, and recommendations on five standard sizes will be developed by that committee.

TURNBUCKLES. A general conference of manufacturers, distributors and users of turnbuckles was held under the auspices of the Division, in Atlantic City, October 19th. The varieties of sizes were reduced from 248 to 115.

JACK CHAINS. The survey of the Jack Chain industry which is being conducted by a committee of manufacturers, through the Division of Simplified Practice, has been completed and it is expected that a second preliminary conference of manufacturers will be held in the near future to consider the information obtained, with a view to drawing up a simplified practice recommendation.

MAGNET WIRE. A prominent association has stated that magnet wire is being manufactured in a needless variety of sizes. The Division is now circularizing all manufacturers of this commodity with a view to obtaining their reaction to the advisability of applying the principles of simplification.

HOSPITAL PLUMBING FIXTURES. The Division has just completed a composite report for the manufacturers, showing the demand for certain sizes and varieties of hospital plumbing fixtures. As soon as the manufacturers have analyzed the report, a meeting will be held to determine

what they may consider the appropriate simplified list to be submitted to the hospital authorities for criticism and comment.

CLEANING BRUSHES. In reply to a questionnaire sent out by the American Brush Manufacturers Association, most of the members indicated they were in favor of a simplification of the present variety.

SWITCHBOARD AND PANELBOARDS. In cooperation with the National Electrical Manufacturers Association, the Division is presenting the matter of simplification to the manufacturers, distributors and users of switchboard and panelboards.

TRIPOD THREAD FOR SURVEYING INSTRUMENTS. The simplification committee of manufacturers of surveying instruments met at the Bureau of Standards, October 24, 1927, and discussed a survey of existing variety of threads used on tripods and base plates of surveying instruments. A recommended thread for the purpose was developed at the meeting. Samples will be made up in accordance with proposed standard and at a later date, the Division will call a general conference to consider the proposition.

COMPOSITION BOOKS. As a result of preliminary conferences, a tentative recommendation has been developed of manufacturers of composition books. A conference will shortly be called to develop the simplified practice recommendation.

ADHESIVE PLASTER. A survey is being made by the simplification committee of manufacturers of adhesive plaster to determine the extent of variety in this commodity.

HOSPITAL AND INSTITUTIONAL TEXTILES. The volume of acceptance to this recommendation having reached the required percentage the recommendation is now in effect.

LEAD PENCILS. Progress is being made with the survey of the variety in lead pencils of all kinds. A tentative recommendation has been prepared for part of the line, but a general conference will not be called until the complete line has been simplified.

FOLDING AND PORTABLE CHAIRS. A survey is in progress for chairs of this type. It is expected that a general conference will be held early in December of this year and a simplified practice recommendation developed.

26.

AMERICAN MARINE STANDARDS COMMITTEE.

Publications covering approved standards were prepared for printing, as follows:

AMSC #29 - Ship propeller details, comprising hub and fairwater caps for built-up propellers with recessed blades.

AMSC #30 - Propeller hubs, studs, nuts and lock screws.

AMSC #31 - Packing gland for propeller hubs (Optional Method).

AMSC #32 - Fire clay refractories for marine service - specification.

A tentative draft of proposed standard rules for design and construction of marine boilers and pressure tanks was prepared for consideration. A draft of supplemental rules for development of standards applying especially to standards of design was prepared for action of the Executive Board which met November 12th.

Mr. H. B. Walker, President of the American Steamship Owners' Association has been elected a member of the Executive Board to serve for the remainder of the present term, which will expire at the end of the current calendar year.